

Section 7: FCRB Review Process Procedures – Appendix 2

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7.A. Initiation of Case

- 1) DHS Central Office will send the monthly Foster Care extract report (auto-generated report from the DHS FACS system) to the Deputy Program Administrator for FCRB on the first day of each month showing all children in foster care or under DHS guardianship in the previous month.
- 2) ICAB staff receives the monthly Foster Care extract report from DHS Central Office, organizes the report with various filtered worksheets and shares it with FCRB staff.
- 3) Upon receipt of the report, the Administrative Assistant (AA) will check for:
 - a. New cases (for which the “FosterCareEpisodeBeginDate” and “FosterCarePlacementDate” is in the month that is two months prior to the report date)
 - i. Submit a proposed order to be indexed (#4 below)
 - ii. Then enter the case in the FCRB database and enter a review date that corresponds to the next hearing when possible.
 - b. “FosterCareEpisodeEndDate” for discharges.
 - i. Discharge cases in the FCRB database as needed.
 - c. “FosterCarePlacementDate” for change in placements.
 - i. Update placement in the FCRB database.
 - ii. Update the Interested Party list as needed to remove the prior placement and check that the new placement is added.
 - d. Change in workers for cases that match the criteria for review for the county.
 - i. Update the DHS case manager information in Interested Parties as needed.
- 4) AA will prepare and submit a [Proposed Order to Index FCRB](#) to the case in the court’s Electronic Data Management System (EDMS). Once FCRB is indexed,

the AA will check for documents in EDMS.

<https://www.iowacourts.state.ia.us/Efile/>

- a. If all of the needed documents are not on EDMS the AA will contact the providing agency directly and request the information.
- 5) AA will download documents onto their hard drive.
- 6) AA will rename documents before storing electronically.
 - a) Documents for Google Drive shared folders will be named using the format of YEAR/MO/DY Document Type (Child Last Name)
 - b) Documents are uploaded to Google Drive and shared with the facilitator and board members 30 days prior to their review.
- 7) The AA will search for the child in the FCRBDB. If the child is an inactive case in the FCRBDB the AA will complete the following steps:
 - a) On the main screen:
 - Uncheck the inactive box at the top of the screen
 - Complete the entered date field with the date the child entered care
 - b) On the placement screen, enter:
 - Name of the placement
 - Placement type
 - Placement date
 - Add to interested party list by clicking the spreadsheet looking box
 - c) On the review screen, enter
 - Date of review
 - Location
 - Local board
 - Case facilitator

d) Update Interested Parties, CPP info, Court Dates and JV#'s

8) The AA will enter the following **when the child is new**:

a) On the main screen, enter:

- District
- Child's Name: first and last
- Date of birth
- Race
- Board-The local board will automatically fill in once the review screen is completed.
- Home county
- Court # - there is an additional box for a second court # to use for TPR #
- Agency
- Entered fate
- ICWA (can obtain from case file or FCRB report findings)

b) On the Parent Screen:

- Search for the parent's name, if they are not in the system do the following:
 - Double click on the name field, this will take you to another screen
 - Enter the name, address and phone number and save.
- If the name is in the system, select the name.
 - Verify information to be correct or change.
 - Add relationship
 - Letter heading

- Click the spreadsheet to add in the interested party list.

c) Sibling Screen, enter

- Search for name of sibling
- If sibling is not in FCRBDB, add by typing last name/first name
- Check the box if the sibling is a half sibling
- Date of birth
- Check the box if the sibling is in foster care

e) Placement Screen, enter

- Search for name of placement, if not in system, add the new location
 - Double click on the name field, this will take you to another screen
- Verify information is correct
- Placement date
- Placement type
- Click the spreadsheet icon to add to Interested Party Screen

e) Interested Party Screen

- Search for the interested party, if not in the system, add the new person
 - Double click on the name field, this will take you to another screen
- Enter relationship
- DHS/DHS Supervisor will be added in this screen but check as Do Not Notify since they will receive the agenda. (Judges and County Attorneys also receive the agenda and not a computer-generated notice.)

- When emailing notices to IPs, mark the IP as Do Not Notify so the system does not generate a notice for IPs that will receive an email notification.

Interested parties include the following:

- The parent or parents of the child unless termination of parental rights has occurred; Note: a putative father is not a legal parent and therefore should not be invited to the review by ICAB staff.
- The foster care provider of the child;
- The child receiving foster care if the child is fourteen years of age or older;
- The guardian ad litem of the foster child.
- The person providing services to the child and family.
- The child's attorney / guardian ad litem
- Attorney(s) for the parent(s)
- Any additional services for the child or family noted in the case. Examples include but are not limited to: therapists/counselors, CASA, school personnel, DHS Transition Specialist (for youth 14+ yrs) and Parent Partners who fall under "person providing services to the child and family".
- See policy regarding Interveners and their counsel; since they are not listed in code as persons to be notified of a foster care review, ICAB policy includes a provision to invite the intervener and counsel to provide a written statement for the board's consideration. [Intervener Invitation](#)

f) Review Screen, enter

- Review date
 - The AA will schedule the initial review at five months to be ahead of the court date.
 - This could change due to boards only meeting every other month or to get in line with court when possible.

- Location of the review (drop down box)
 - Local board-this field will fill in the local board field on the front screen
 - Case facilitator
- g) CPP Document Screen, enter
- CPP Date and Permanency Goal

7.B. Preparation for and Scheduling of Reviews

7.B.1. Projected List of Children to be Reviewed

The AA will create a prelist at 45 calendar days prior to review day by doing the following:

- 1) Run Monthly Projected In-House Report within the FCRBDB on the Report Screen
 - Select district
 - Enter beginning date
 - Enter end date
 - Click preview
 - Export to PDF or XPS
 - Save
 - Forward 45 Day Prelist to DHS Supervisor and case managers. If they do not respond within 10 days, AAs will call the case managers to obtain needed information to finalize the agenda.

7.B.2. Interpreter Services

- 1) Review the cases to determine if any will require interpreter services. Cases are handled individually; direct questions to immediate supervisor if needed.

- Consult with DHS, provider and the person's attorney (person needing interpreter services) to see if the individual will attend the review. This information will help determine if additional time is required on the agenda for the case review.
 - If there is a high probability that the individual will attend, the AA will secure an interpreter. If there is any speculation that a person who needs an interpreter may attend a review, it is better to arrange for an interpreter. If the interpreter is not needed, FCRB will still need to pay the interpreter.
- 2) It is advisable to schedule the reviews prior to lunch or at the end of the day. Then if the extra time is not needed, the board has an extended lunch or is able to leave early at the end of the day.
- 3) For an in-person interpreter at a review, the interpreter roster can be found at:
- <https://www.iowacourts.gov/opr/court-interpreters/info-for-current-interpreters/>
- Each one of these interpreters are classified from A, B, and C. When we contract with the interpreter, they are paid by their classification. Class A receives \$55/hr (Oral) / \$70 (Sign); Class B receives \$45/hr; Class C receives \$40/hour. Unclassified receives \$25/ hour. There are a few exceptions to this rule, depending on the language.
- 4) Prepare an [Interpreter Invoice](#) and provide a [Substitute W9 form](#) for any interpreter that is providing the service for the first time for ICAB. The W9 is needed to enter the person in the system for payment.
- 5) Alternate interpreter service: Language Link is an over-the-phone translation service. DIA-ICAB has an account. Refer to the [Language Link](#) instructional kit for more information.

7.B.3. FCRB Agenda

- 1) The AA will create a draft agenda 35 calendar days prior to review date. Contact DHS supervisor and/or case managers if there are any remaining questions about the children projected to be reviewed (e.g. correct placement, correct DHS case manager, etc).
- a) Run Monthly Projected In-House Report or use the 45-day projected list that was sent to DHS.

b) Open agenda template in Microsoft Word.

- Prior review day agenda can be used as the template.
- All boards will have designated start/end times.
 - Reviews will have a 40-minute time slot unless the local coordinator or facilitator advises otherwise.
 - Large sibling groups (more than 3) require additional time.
 - Cases that require interpretation services require additional time to allow for the translation. Hearing-impaired cases do not need as much additional time as language translation cases.
 - Reviews for cases in which the child is placed in Trial Home Visit or where Termination of Parental Rights has occurred should be scheduled at the end of the board meeting to minimize schedule changes that might be needed.
 - Designate a Lead Questioner (LQ) for each filled slot. If a child/sib group has been previously reviewed, assign to the same LQ for consistency and familiarity, whenever possible. Other slots should be assigned in a manner to equally share the LQ responsibility.
- Include in-service training during board meetings as needed to achieve a total of 6 hours in-service training annually.

c) Slot length may vary due to: complexity of the case; number of siblings in the slot; 1st time review or approaching permanency hearing; history of IP attendance, etc. Input from the board members, based on knowledge of the case via past reviews will also be taken into consideration. Generally:

- For each child/sibling group differentiated by multiple involved fathers or step/mothers, confidentiality is a special concern. It is important to assure that only information that is legally available for a parent is discussed in their presence. This may require a review slot to be divided, bringing in parents separately to provide their testimony and writing separate reports for each set of parents. Allowing extra slot time on the agenda for such situations is warranted. Alternatively, the AA may, in consultation with the local coordinator and board members,

choose to have the child/sibling group placed into separate time slots and require separate reports.

- Youth 14 years and older, who are part of a sibling group, will be scheduled for an individual time slot on the agenda and require a separate report due to confidentiality issues (younger sibling information cannot be contained in the older sibling's report). It is acceptable to schedule one full review slot with subslots to address the need for a "separate time slot/report" for 14+ years. For example, the agenda may look like this for a sibling set or group that includes a youth 14+.

9:00 - 9:50 JONAS SIBLINGS

9:00 - 9:25 Samuel Jonas

9:25 - 9:50 Jenna Jonas

- Siblings under age 14 in different levels of care (eg, foster home, institution, etc) will be reviewed in the same slot, and can be included in the same FCRB Report.
 - Individual youth/sibling cases in which the court has issued a “No Contact” order between parents will require separate slots and separate FCRB Reports that reflect only information related to the specific parent;
- d) If the “No Contact” order is between the child and parent(s), a review slot will be scheduled for the youth separate from the parents. DHS, GAL, FSRP, placement and any provider working with the child will be invited to the child’s review. When a case has a no contact order between the child and parent(s), the AA shall consult with the FCRB deputy administrator for scheduling and report distribution. Note: the agenda may include a time buffer between reviews where no contact is ordered.
- 3) The AA will distribute the agenda to the following persons by email 30 calendar days prior to the review:
- a) DHS Caseworker
 - b) DHS Supervisor
 - c) County Attorney

- d) Juvenile Court Judge
 - e) Facilitator
 - f) Local Coordinator
 - g) DHS Transition Specialist where requested
- 4) The AA will verify information pertaining to cases is correct and all information has been received. If additional documents are needed, the AA will check EDMS first. If not available on EDMS, the AA will request them from the providing agency.

7.B.4. Case File Management

- 1) For monthly boards, the AA will prepare the meeting agenda and the **electronic** board members' case files for the upcoming FCRB meeting. **The board folder is shared with the facilitator and board members.**
- 2) Additional documents (aka. late mail) will arrive at the ICAB office after the case files have been shared with the board members. This requires the AA to **upload** documents to the **shared folder for the facilitator**/board members, and to notify the facilitator/board members of the specific, new documents available on Google Drive.
 - a. If there are technical issues preventing individuals from accessing Google Drive, then the AA will email the pertinent documents to the facilitator.
 - b. At the end of each monthly board meeting, the facilitator will deliver the case files for the subsequent review to board members; and collect documents, files and board members' notes for cases reviewed at the meeting. The facilitator mails or delivers the collected materials to the AA for safekeeping until the next scheduled review of the cases.
- 3) Board members will access a shared Google Drive for case file documents as scheduled for each agenda.. Administrative Assistants will set up the shared Google Drive folders and share the folders with board members 30-21 days prior to the review.
 - a) Each folder will contain the following:

- i. Copy of the most current agenda
 - ii. A folder for each child which contains case file documents arranged by date so the viewers can see the case chronologically and a late mail folder where any additional documents will be stored that come in prior to the review.
 - iii. Continuous learning materials as training is scheduled for the board
 - iv. A subfolder with forms used by the facilitator and/or board members
- b) A streamlined, consistent method for setting up the board folders and case file documents is critical for ongoing use of an electronic file system. The process does not need to be the same for each AA, however, the AA needs to establish a consistent method for all boards the AA manages.
- 4) The facilitator will access all records needed for the reviews at each board meeting from Google Drive.

7.B.5. FCRB Notifications

- 1) The AA will send notification of the review to all interested parties 21 calendar days prior to the review (or no sooner than 30 calendar days prior) by completing the steps listed below in the FCRBDB. All notices shall include a statement that the person notified has the right to representation by counsel at the review.

In addition to the parties listed under 3) above, the AA will send notices to:

- The parent or parents of the child unless termination of parental rights has occurred;
- The foster care provider of the child;
- The child receiving foster care if the child is fourteen years of age or older;
- The guardian ad litem of the foster child.
- The person providing services to the child and family.
- The child's attorney / guardian ad litem

- Attorney(s) for the parent(s)
 - Any additional services for the child or family noted in the case. Examples include but are not limited to: therapists/counselors, CASA, school personnel, DHS Transition Specialist (for youth 14+ years) and Parent Partners who fall under “person providing services to the child and family”.
- 2) Whenever possible, the AA will send the notification by email to interested parties who are required to meet the same confidentiality requirements as ICAB staff and volunteers. To email these interested parties, copy the body of the notice and paste it into the body of the email. Add the child’s name, date of review, time of review and location ([Email FCRB Notification template](#))

When an email address is not available for such an interested party, the AA will send by regular mail. For other interested parties, the notice will be sent by regular mail.

a) On the Review Screen:

- Verify all information is correct
- Add time of review
- Add lead questioner if it is a new case

b) On the Report Screen:

- Click review notices
- Enter district
- Search by the child’s last name and select

c) Click Print Letters

- Interested party letters need to be printed on State of Iowa FCRB letterhead
- Mail letters with Youth, Parent, Interested Party or DHS Information Notice sheets (provided to staff)

3) Intervener(s) and Counsel for Intervener(s)

- a) If an intervener is a person identified in Code Section 237.20, 4. a., the individual will be notified and invited to attend a local foster care review.
- b) If an intervener is not a person identified in Code Section 237.20, 4. a, the individual will not be notified and invited to attend a local foster care review; however, the FCRB AA will request written testimony from the intervener and intervener's counsel.
 - o Intervener and Counsel will be entered as Interested Parties in the FCRBDB.
 - If the intervener is someone who is not identified in Code as a person to receive notice, then the AA will check the Do Not Notify box in the FCRBDB for the intervener and counsel for the intervener. This will ensure that a computer-generated notice is not produced for them.
 - Storing the contact information for the intervener and intervener's counsel is necessary in order to mail them a letter inviting written testimony.
 - o At the time of notification of reviews, the AA will send an invitation to Interveners and counsel to submit written testimony for the review. Their response is optional and is not required.
 - The invitation letter to the intervener and counsel for the intervener must not include the time, date and location of the review.
 - o Correspondence received from an intervener or counsel for the intervener shall be provided to the facilitator and board members.
 - o The facilitator will note receipt of the written testimony in the FCRB Report and it is at the discretion of the facilitator to determine relevant information to include in the FCRB Report. Copies of the correspondence are not attached or submitted with the FCRB Report. Facilitators can use discretion with the written testimony if it is too lengthy to summarize, presents translation issues or is handwritten and difficult to read. Facilitators shall consult with the program coordinator to make an exception and allow the AA to attach the correspondence to the FCRB Report.

- If an Intervener/Counsel receives information about the time, date, location of the review from another party and presents at the FCRB meeting, then the facilitator will follow the same policy as other “uninvited” persons.
 - All IPs present must consent to the Intervener/Counsel’s participation in the review and sign the Release Form.
 - The Intervener and Counsel must sign a confidentiality form.
 - If IPs present do not consent to the Intervener/Counsel’s participation, then the board can allow the Intervener/Counsel 5 minutes to give statements to the board and then they must leave the meeting.
 - If an Intervener/Counsel petitions the court seeking the court’s permission to participate in a local foster care review and the petition is granted, then the Intervener/Counsel will be notified of reviews and have the right to fully participate in the review process...
- 4) Include the appropriate Interested Party Information sheet with the meeting notice. The information sheets contain a summary of the types of information the interested party can include in a written statement if they are not able to attend the review.
- a) If an interested party submits a written statement and then attends the review in person, the verbal testimony presented at the review “trumps” the written statement and attendance/participation shall be tracked as verbal testimony provided to the board.
- 5) If the DHS case manager indicates that he/she/they will not attend, the AA will follow up and request a written statement; provide the DHS information sheet as an outline for the type of updates that are beneficial for the board’s review. The AA will provide a copy of any received written statements to the facilitator and board members.
- 6) The AA will prepare and ensure distribution of the following documents for review day for completion by the facilitator, board members and interested parties:
- a) [Facilitator Invoice](#) for contract employees
- Enter facilitator name and contact information, and date of the review

- Facilitator needs to sign the invoice.
 - For each slot on the agenda, enter the child/siblings' initials with the corresponding compensation rate.
 - i. \$50 for each regular review
 - ii. \$40 for each APPLA or TPR review, unless otherwise noted in the contract
 - Enter meeting date for administrative services. Each facilitator receives \$40 per review day for administrative tasks which include setting up/taking down the room and delivering training.
 - Enter meeting date and the mileage information. Enter city to/from city and number of round trip miles which are reimbursed at \$0.39/mile.
 - The signed invoice from the facilitator is initiated by the AA and sent to the state office for processing.
- b) Interested Party list from the FCRBDB (list of people notified and invited to attend a review.)
- c) Chair Meeting Summary
- d) Facilitator Summary
- e) FCRB Tracking Sheet for Hours and Miles
- f) Comment Cards
- g) LQ Worksheet
- h) Signed Confidentiality Form & Release Forms
- i) In-service training materials when scheduled
- j) Interpreter invoice and a W9 form, when needed
- 7) The AA will seek to verify that a quorum (minimum of 3 board members or alternate(s)) is available for an FCRB meeting, by monitoring feedback from chairperson Summaries, facilitator Summaries, communication from board members, and other sources. This may occasionally require contacting board

members to confirm their intention to be present for the scheduled reviews, or contacting alternate board members from other FCRBs who have expressed interest in serving as substitutes to complete quorums. In the event that fewer than 3 board members are able to participate, the AA will immediately notify the facilitator.

- a) If only two board members attend the review day, questioning of interested parties can be held; however, the report findings and recommendations cannot be finalized until the facilitator reviews the testimony with a third board member who concurs to the findings and recommendations.
- 8) The facilitator shall arrange to be present for all FCRB meetings, and to prioritize the work of the FCRB review day over other interests. It is expected that the facilitator will schedule vacations and other time off to not interfere with FCRB meetings, as any absences from a review meeting would create a hardship for board members, families, and ICAB staff. If a situation arises wherein the facilitator must be absent, efforts will be made to hold the meeting using the assigned emergency back-up facilitator or other staff person as appropriate. facilitator absences shall be addressed in the following manner:
- a) Unanticipated absence: If a facilitator has a last-minute emergency arise which will require the facilitator to either be late for the meeting or absent from the meeting altogether, it is imperative that the local coordinator and AA be informed by direct phone contact as soon as possible. Arrangements will need to be made to provide the draft FCRB Reports to the local coordinator and AA. Depending on availability of a substitute, the meeting start time may need to be delayed or the meeting day cancelled altogether.
 - b) Anticipated absence: If a facilitator must be absent due to a known situation such as a funeral, the local coordinator and Deputy Program Administrator is to be informed by direct phone contact as soon as the conflict is known, so that options/arrangements can be discussed.

7.C. Conduct of the Review

- 1) Purpose of the review. Iowa law requires each review to consider the following:
 - a) The past, current, and future status of the child and placement as shown through the case permanency plan and case progress reports submitted by

- the agency responsible for the placement of the child and other information the board may require.
- b) The efforts of the agency responsible for the placement of the child to locate and provide services to the biological or adoptive parents of the child.
 - c) The efforts of the agency responsible for the placement of the child to facilitate the return of the child to the home or to find an alternative permanent placement other than foster care if reunion with the parent or previous custodian is not feasible. The agency shall report to the board all factors which either favor or mitigate against a decision or alternative with regard to these matters.
- 2) The review steps.
- a) Facilitator will arrive at the board location to have room set up and signs placed prior to administrative time.
 - b) Facilitator will lead administrative time to see if the board has any questions, concerns or possible conflicts of interest regarding the day's agenda.
 - c) Facilitator will pass out necessary documents
 - Chair Meeting Summary
 - Chair Announcement to IPs
 - Miles/Hours sheet
 - Sign in/out sheet for upcoming reviews.
 - d) The Lead Questioner for the first case will begin with a brief overview of the case specifics. The board will review the findings to determine if there are any that need to be addressed during the review with the interested parties.
 - e) The facilitator will go to the waiting area to greet the IPs, and lead them to the meeting room. If an interested party brings a support person outside of the nuclear family (relative, friend, significant other, etc.), the facilitator will ask the Interested Parties if they are in agreement to the individual sitting in on the review. Confidentiality forms need to be signed by all persons 18 years or older who are not interested parties to the case and were not invited to the review by the local FCRB office.

- If there are no objections, the facilitator will have the IPs sign the Release Form and have the individual sign a confidentiality agreement before the individual participates in the review.
 - If there are objections, the individual can provide a statement to the board prior to the review discussion. After providing the statement, the individual needs to leave or remain in the waiting area until the conclusion of the review if they came with an IP.
- f) Facilitator will start by introducing the case and the board: “We are here today in the interest of (youth name). Let me begin by introducing those present to the board.”
- g) Facilitator will introduce interested parties by name and relationship to the child; introduce any foster parent by first name only.
- h) Board chairperson will read a statement regarding confidentiality and board experience. See [Announcement to Interested Parties](#). [If all IPs have previously participated in a review, the Chairperson will still read the first paragraph but the rest of the statement is then optional]
- i) Board Chairperson will hand off review to the Lead Questioner for the case.
- j) Lead Questioner will use the Lead Questioner Worksheet to guide the review.
- k) Following the discussion time, the facilitator provides the “read back” of information provided from the draft FCRB Report. **The read back is to be organized and arranged by DOMAIN AREA.** Any corrections or clarifications by the IPs or board members are to be noted in the draft FCRB Report.
- l) The facilitator and board members will engage the interested parties in a discussion regarding barriers to achieving the permanency goal for the child and family. The facilitator will document the barriers in the FCRB Report.
- m) If applicable, the facilitator next reads back any Recommendations from the child’s previous final FCRB Report, and asks the IPs for a status update. Depending on the information received, the facilitator will ask the board whether to mark the prior recommendation as “Achieved”, “Not Achieved”, “Ongoing” or “No longer applicable”.

- n) The facilitator states “The permanency goal for this child is (goal). Does the FCRB support the plan to achieve this goal?” If the majority answers “no”, determine why and include the preferred goal on the draft FCRB Report. Next the facilitator asks the board members for any Recommendations for DHS, or for anyone else associated with the case. Recommendations are written into the draft FCRB Report.
 - If it appears to the facilitator or any board member that private discussion before completing the Findings and Recommendations would be helpful, the facilitator may ask if the board wants five minutes for private discussion before making its findings and recommendations:
 - If yes, the facilitator will escort the Interested Parties to the waiting area. Keep the break to the five minute limit.
 - Write the Findings and Recommendations.
 - Facilitator will bring Interested Parties back to the meeting room and read the Findings and Recommendations.
 - Facilitator will provide a copy of the comment card to each participant and ask them to complete the card.
 - Facilitator will thank Interested Parties for their participation.
 - o) Prior to starting the next review on the agenda, the LQ will summarize the case. The facilitator will see if there are any questions or concerns. Repeat the above process for next reviews.
 - p) At the conclusion of the review day the facilitator will ensure that comment cards are collected from participants, that board members submit time (preparation, board day and travel time) spent and mileage for the board day and confirm Lead Questioner assignments for the next meeting.
 - q) Facilitator will go over Comment Cards received during the day’s review.
 - r) When scheduled on the agenda, the facilitator will deliver the continuous learning (in-service) training session.
- 3) Dealing with threats, violence or safety concerns.

- a) Sometimes written reports or other information supplied by DHS or other sources indicates that a person or persons invited to participate in a child's review has a past history of violence. In such instances, it is prudent for the local coordinator to consult with the facilitator and the Chairperson to determine whether to alert local law enforcement of the time and location of the review, for quick intervention if needed.
 - b) Occasionally a review situation may produce an overt or perceived threat to the welfare of persons involved in the review setting. Threatening or violent behavior is not to be tolerated. The facilitator is to inform the person of the need to demonstrate control of their behaviors; if that is not workable, the person can be dismissed from the review, or the review cancelled altogether.
 - c) Safety is a primary concern for all participants, and prudent action by the facilitator and board members is expected. Devising a safety plan in advance (eg, arrangement of the room to allow unobstructed exit, available cell phone for dialing 911) is advised.
- 4) Board members and facilitators will handle conflicts of interest related to their participation in case reviews by a local board as follows:
- a) If a facilitator has a conflict of interest regarding a child or family, (s)he will contact the local coordinator to arrange for the review to be conducted by staff or another contract facilitator.
 - The local coordinator will notify the AA of any facilitator changes.
 - The AA will amend facilitators' invoices to reflect any necessary changes.
 - The AA will ensure that the substitute facilitator has case file documentation for any case (s)he will facilitate.
 - The facilitator with the conflict will leave the meeting room for the duration of the review, and will not participate in any portion of testimony, deliberation or board report findings or recommendations.
 - b) If a board member has a conflict of interest regarding a child or family, (s)he will notify the AA and local coordinator of the need to be recused from the identified review.

- The AA will ensure a quorum for the review.
 - The AA will reassign lead questioner responsibility if needed.
 - The AA will notify the facilitator.
 - The board member with the conflict will leave the meeting room for the duration of the review, and will not participate in any portion of testimony, deliberation or board Report findings or recommendations.
- 5) Dealing with Interested Party requests to tape record a foster care review board meeting
- a) Due to the need to maintain the confidentiality of the information shared during a foster care review board meeting, ICAB does not allow any participant to record the meeting with the exception of the FCRB facilitator who may record his/her read back of the information that will be in the foster care review board report.
 - i. If a facilitator chooses to record his/her read back, (s)he must disclose to the interested parties that the read back is being recorded to assist in writing the board report.
 - ii. Any recordings of read backs must be erased when reports are distributed at 15 calendar days post-review.
- 6) Handling a case when no Interested Parties attend or provide written or recorded testimony
- a) Foster care review board reports will be submitted for scheduled reviews where there is no interested party attendance or written/recorded testimony.
 - b) The facilitator will document lack of attendance and/or participation and include recommendations by the board based on what information was available in the file.
 - c) Facilitators are paid for the report.
 - d) AA will reschedule the review.

7.D. Post Review Activities

- 1) Facilitator will complete and submit using the state email account to the local coordinator draft reports on FCRB letterhead within 5 calendar days of review day. Facilitators will use the FCRB Report Templates provided by program staff and follow the FCRB Process and Report Writing Guide. The reports shall include correct information about each of the following:
 - a) JVJV#
 - b) Number of Reviews
 - c) Date of Birth
 - d) Date of last case plan
 - e) Date of next court hearing
 - f) Date of next review
 - g) Interested party list on final page of report
- 2) The assigned FCRB editor will review the draft reports with the facilitator by phone or email within 2 working days. The FCRB editor's review and direction to the facilitator shall include:
 - a) Grammar and typographical errors
 - b) Content concerns including testimony, findings, and recommendations
- 3) Upon receipt of the corrected report, the FCRB editor will repeat the activity in 2) above if further review of corrected reports is needed. When the reports are finalized, the facilitator will transmit the report to the AA within 12 calendar days of the review hearing.
- 4) AA will use information in the FCRBDB to check and correct any errors in the report's first portion (regarding dates, juvenile number, review number, next review date, etc.) and the report's final portion (attendees, distribution of report).

- 5) Facilitator will submit the following documents to the AA within 5 business days:
 - a) Facilitator Meeting Summary
 - b) Chair Meeting Summary
 - c) Comment Cards
 - d) FCRB Hours/Miles Tracking Sheet
 - e) Signed Facilitator Invoice
 - f) Signed Confidentiality Form & Release Forms, when applicable
 - g) Updated Interested Party list with noted changes
- 6) Upon receipt of the FCRB editor-approved board reports and all documents listed in paragraph 4, the AA will process the facilitator Invoice and forward to the state office AA for further processing. See [Appendix 1: FCRB Facilitator Handbook](#) for payment information.
- 7) No later than 15 calendar days after the FCRB hearing, the AA will input the report into the FCRBDB as follows:
 - a) In the review screen, check the box to make the review an old review
 - b) Click Interested Party Attended Screen
 - Select Interested Party from drop down box
 - Mark how they participated in the review
 - Verbal testimony personally presented to the FCRB
 - Substitute presented testimony during the review
 - Recording of testimony presented during the review
 - Written Testimony presented during the review
 - Post Review Testimony
 - Did Not Attend

- Repeat until all interested parties have been entered into the FCRBDB
 - Click Stop
- c) Click schedule a review, which will cause the FCRBDB application to automatically schedule review for six months out. If this is not the correct date, change it. All other data fields except time of review will be populated for the upcoming review automatically.
- 8) If any final report is not submitted within 12 calendar days, the AA shall notify by email the local coordinator and Deputy Program Administrator of each missing report. AA will transmit final reports within 15 calendar days post review as follows:
- a) Email final reports to DHS Case Manager, DHS Supervisor and SWA if requested
- b) Upload reports to EDMS as follows:
- Log into EDMS
 - Select file on existing case
 - Input County Of Court Jurisdiction
 - Input JVJV#
 - Input last name
 - Click on Add this case to your list
 - Click on FILE ON THESE CASES
 - This will take you to the another screen
 - Select type of document as Report
 - Select type of Report as Foster Care Review Board
 - Browse for document and attach
 - Click Add

- Click next
 - Click Submit the filing
 - Click OK and the document will be filed
- c) Email interested parties, except for attorneys, judges and county attorneys, who are subject to the same confidentiality requirements as ICAB staff and volunteers. If an email address is not available, send the reports by regular mail. This includes:
- Service Providers
 - Placement providers
- d) Mail reports to parents, foster parents and other interested parties who are not subject to the state's confidentiality requirements.
- e) Attorneys/Judge/County Attorney will have access through EDMS. The AA will make FCRBDB changes in County Attorney and Judge designations within one month of changes in elections and appointments to these positions.
- f) Store Report as a Microsoft Word document to be used as the draft for the next review of the case. Files are shared through Google Shared drive>CAB Admin Team>AA Team>FCRB Reporting Requirements folder.
- g) AA completes the "AA Admin Report" spreadsheet in Google Drive/Data Reports folder. AA will input information into Administrative Report
- Number of total reviews (children reviewed) by board
 - Number of total slots by board (count subslots for 14+ year old youth and no-contact orders)
 - Individual hours/miles
- 9) AA will process Comment Cards in SurveyMonkey by entering answers from each comment card into the survey template.

- 10) AA will send the Chairperson and Facilitator Summary sheets to the local coordinator. AA will review Chairperson and Facilitator Summary sheets to be advised of any upcoming board member absences.
- 11) AA will add the Barriers to Permanency from each board report into Survey Monkey as provided by the state office staff.

7.E. FCRB Hearing Cancellation

- 1) Cancellation of individual reviews.
 - a) When a child/group scheduled for review returns home or is adopted prior to the review day, the AA will remove the child/group from the agenda and revise the agenda accordingly. The revised agenda will be sent to appropriate DHS staff and the facilitator.
 - b) A cancellation notice is sent to interested parties for the child/group that is no longer being reviewed.
 - c) When the review times for other children on the agenda have changed, the AA will enter the new review times in the FCRBDB Review screen and send new notifications to affected interested parties.
 - d) If the child goes home within 2-3 calendar days of the scheduled review, then the AA will enter "training" into the vacant slot instead of changing other review times due to short notice.
- 2) Cancellation of FCRB meetings due to inclement weather.
 - a) For weather-related issues, the local coordinator will consult with the facilitator and chairperson to make a determination about delaying or canceling an FCRB meeting day.
 - b) If a change is determined to be necessary, the local coordinator will inform the AA, who will immediately notify the board members and IPs about the delay/cancellation.
 - c) The local coordinator/AA will also notify the meeting facility about the cancellation.

- 3) Cancellation of FCRB meetings due to meeting facility issues.
 - a) If the facility used for the FCRB meeting is closed on the day of the meeting with little notice, the facilitator will consult with the local coordinator to determine whether another convenient, alternate facility is available. If no facility is available, the facilitator will notify the board chairperson and the FCRB meeting will be cancelled.
 - b) Local coordinator will inform the AA who will immediately notify the board members and the IPs about the cancellation.
- 4) Rescheduling a cancelled FCRB meeting.
 - a) When a meeting day is cancelled, the local coordinator will determine a new date for the reviews to be held after checking with the board members, meeting location and facilitator about availability. The local coordinator will notify the AA of the new date.
 - b) AA will update the review screens in the FCRBDB with the new date and time.
 - c) AA will revise the agenda and send it to the agenda recipients and board members, and will send new notifications to IPs.

7.F. Foster Care Review Board Database (FCRBDB) Maintenance

- 1) AA will process mail in the FCRBDB as it comes in from postal mail, EDMS or electronic mail.
- 2) If termination of parental rights occurs the AA will update FCRBDB
 - a) In FCRBDB on Parent Screen, input TPR date; two fields are available to indicate separate termination of parents. Add JV TPR # on the main screen.
 - b) Remove the parents and their attorneys from the Interested Party Screen
- 3) AA will complete the Monthly Administrative Report on Google Drive by the 5th working day of the following month.
- 4) AA will complete Quarterly 4E Reports

- a) Enter actual eligible and not eligible numbers in the shared google sheet for the current quarter; enter projected eligible and not eligible numbers in the shared google sheet for the next quarter.
- b) FCRB Deputy Administrator will submit the quarterly IV-E information to DIA.
- c) Store the actual and projected lists with notations for determining eligible and non-eligible cases to the appropriate Google Drive folder. Per DHS, these supporting documents need to be stored for seven (7) years for the purpose of providing documentation for a federal audit if requested.

<https://drive.google.com/open?id=1-unC5MuW4rIRw5Q7CFERKAC6DcA4zOFe>

- 5) AA will complete the monthly IP Attendance report and send the excel version to the Deputy Program Administrator for FCRB as soon as all monthly reports are entered into the FCRBDB. The DPA, or designee, compiles monthly attendance reports and distributes a quarterly IP attendance report to DHS SAMs and SWAs in addition to making it available for ICAB staff.
- 6) AA will complete additional reports upon request by management.

7.G. Record Retention and Destruction

ICAB office staff adhere to the DIA-DHS MOU retention schedule for Foster Care Review Board records for children reviewed by local boards which states that “for children whom a review has been conducted, the Child Advocacy Board and LFCRB foster care review working files shall be destroyed five (5) years after the child reaches majority age.” **Working file is defined as the case record maintained in the foster care review board database.**

Electronic copies are to be handled as follows:

- Once a child is adopted, all digital copies of the case file shall be destroyed one year post-adoption.
- Once a child reaches majority age, all digital copies of the case file shall be destroyed one year after the child’s 18th birthday.

Procedure

- 1) **Track the cases that reach majority age and develop a system for purging the electronic case files one year post majority age date.**

- 2) Track the cases that are adopted and develop a system for purging the electronic case files one year post adoption date.
- 3) FCRB database records, the working files, must be maintained until children reach 23 years of age.

Best practice to be developed for cases that were never reviewed by FCRB; cases that close before majority age and are not reviewed again.

7.H. Foster Care Review Board Leadership

- 1) Annually (generally during December) every FCRB will hold an election for the positions of Chairperson and Vice Chairperson. The facilitator is to preside over the election process as outlined in the FCRB Facilitator Handbook.
- 2) Near the end of a board member's term, the board member will participate in a progress review of their service to the FCRB. Use the member [Progress Review](#) template.
- 3) It is important for the facilitator to meet the needs of the board members and to complete the requirements in the contract with ICAB. To assist with this process, evaluations will be completed at least annually, and more often as desired by ICAB. The forms used to help compile information are the Board Member Assessment of Facilitator Services and the Staff Assessment of facilitator Services. Results will be shared with the facilitator by the local coordinator. This is intended to help maximize performance and satisfaction with the services under contract.